

**ASSISTANT CITY ATTORNEY  
CITY OF BEAVERTON  
\$79,800 - \$121,260 Annually, DOE**

OPENS: JUNE 1, 2014

CLOSES: OPEN UNTIL FILLED

**THE COMMUNITY**

Beaverton is located seven miles west of Portland and has a population of about 93,000. The city offers a variety of activities and amenities including the region's largest farmers market, an outstanding city library, more than 100 parks, bike paths and hiking trails. The community is within about an hour's drive of the Oregon coast, Mt. Hood and the Columbia River Gorge. Beaverton is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located close to light rail and commuter rail stations.

**THE CITY ATTORNEY'S OFFICE**

The city attorney is appointed by a five-member elected council. An elected mayor acts as the city manager and appoints a chief administrative officer and six department heads responsible for the city's day-to-day operations. The city attorney's office consists of 13 employees: five attorneys, three legal support staff, one records manager, and four records management support staff. Two of the office's five attorneys serve as full-time prosecutors in the municipal court. The city is insured against all tort and workers' compensation claims, including civil rights claims. When needed, staff attorneys serve as a liaison to the insurer's representatives and attorneys.

**THE POSITION**

The attorney filling this position will be responsible for advising the mayor, council, department heads, staff, and city boards and commissions as to all aspects of a municipal law practice. The main emphasis will be on land use regulation and infrastructure development. The selected attorney will regularly work with staff from the community development department and the city's public works department on issues relating to planning, zoning, permitting, and public works projects. The attorney filling this position will commonly serve as legal counsel to the Beaverton Planning Commission. Other work may involve real estate transactions (including public-private partnerships); public contracting; preparing intergovernmental agreements; drafting, interpreting and applying local, state and federal laws, including city ordinances and resolutions; and representing the city in civil litigation or administrative proceedings. The incumbent will perform other duties as assigned and will attend evening meetings.

**COMPENSATION**

The salary range for this position is \$6,650 to \$10,105 monthly. Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS, allows employees to participate in a deferred compensation retirement plan and offers excellent health, dental, vision, and life insurance coverage.

## **THE IDEAL CANDIDATE**

The ideal candidate will have:

- Five or more years of experience in land use law, including land use appeals.
- Substantial experience in one or more of the following practice areas: public infrastructure construction, utility regulation, public contracting, environmental matters, public/private development transactions, real estate transactions, public employee labor and employment law, public records and meetings law, or civil litigation.
- Ability to self-manage multiple tasks and produce quality work in a timely manner.
- Ability to define issues, perform legal research, analyze problems, evaluate alternatives, make sound decisions and recommendations, and effectively communicate verbally and in writing.
- Ability to build and maintain good working relationships with others.
- Ability to use common law office software applications.
- Knowledge of legal principles, issues and practices related to municipal government functions, including public records, meetings and conflicts of interest.
- Law degree from a fully accredited law school.
- Current active member in good standing with the Oregon State Bar Association.

## **HOW TO APPLY**

To apply for this position, submit a cover letter, resume and a completed city of Beaverton job application form to the human resources department, either through our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov) or by delivery to 4755 SW Griffith Drive, Beaverton, OR 97005. Candidates selected for an interview will be asked to submit a writing sample.

## **DEADLINE**

Open until filled; first review of applications on June 23, 2014. Please check the city's website for status.

**The city of Beaverton is an equal opportunity employer.  
Women, minorities and veterans are encouraged to apply.**